

**PIH Information Center  
Building & Unit  
Job Aid**

**PIH Information Center  
Building & Unit  
Mixed Finance Developments  
("Fixed" vs. "Floating" Units)  
Job Aid**

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Urban Development  
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## ***Development Sub-module (Building & Unit) Description***

The Building & Unit functionality is part of the PIH Information Center (PIC) Development sub-module under HA Inventory. The Building & Unit data, which is archived after approval by HUD, becomes the PHA's "official inventory" of public housing buildings and units for the authority.

Developments, buildings and units all have descriptive attributes. One attribute of a building is "Building Type". Another is "Number of Floors". Identifying attributes of a building are its Development Number, Building Number and Building Entrance Number.

Similarly, a unit has attributes such as "Bedroom Count" and "Unit Type" as well as others. Identifying attributes of a unit include its Development Number, Building Number, Building Entrance Number, and Unit Number. These are *key fields*, which cannot be changed because they are used as identifiers to link buildings, units and tenants.

These building and unit attributes are described in the "Job Aids for Building and Unit Collection Templates" Version 6.3 dated April 17, 2001, can be downloaded from the PIC Job Aids page at

<http://www.hud.gov/offices/pih/systems/pic/50058/pubs/jobaid/jobaidforunitstemplate04-17-01.pdf>.

## ***Purpose of this Job Aid***

The purpose of this job aid is to describe for PIC users how to record "fixed units" versus "floating units" in PIC Development (Building & Unit or "B&U") submodule for a mixed-finance development.

The term "**Fixed Units**" refers to permanently designated Public Housing units (those units under the ACC), in mixed-finance public housing developments, which also include non-public housing units. In developments that include "Fixed Units", the designated Public Housing unit locations and addresses do not change.

The term "**Floating Units**" refers to the undesignated Public Housing units (those units under the ACC), in mixed-finance Public Housing developments, which also include non-public housing units. The term "Floating Units" applies to those units in those developments in which no specific apartments are permanently designated as the Public Housing units, but instead, only a set percentage or number of units in the development must always be designated as Public Housing. In such developments, the specific apartments designated as Public Housing units may change (or "float") from time-to-time, based on turnover of tenants. However, in developments where the Public Housing units may float, the percentage or number of Public Housing units



may not be reduced unless HUD approves by an appropriate ACC amendment.

To determine whether the Public Housing units in a mixed-finance development are “Floating Units” or “Fixed Units”, refer to the Mixed-Finance ACC Amendment executed in connection with the development of the project. Section 4(F) of the ACC Amendment will specify whether the Public Housing units in the development are “designated” (fixed) or “undesignated” (floating).

## **Recording Units in Mixed-Finance Developments**

HUD requires that all of the units in mixed-finance buildings be put into PIC Development submodule. HUD needs this information for the following reasons:

- In order to properly understand the inventory and how it is situated, we must know the true size and scope of the buildings.
- HUD inspectors inspect common areas in addition to Public Housing units and must know the size of the building to properly evaluate the common areas and HVAC setup.
- If the units “float”, it is easier to enter all of the building and unit data once, get Field Office approval, then change one field as Public Housing tenants come and go.
- In the current procedure for B&U, when the field office approves the B&U data, the building entrance and unit number cannot be changed. Using an easily editable field to capture the movements is easier for users to do and easier for Field Staff to monitor.



## “Fixed Unit” Scenario

### *Procedure for Handling “Fixed Units” in PIC Building & Unit*

**Example #1:** Property X is a mixed-finance development with 20 total units, of which 5 are “Fixed” Public Housing units under the ACC. For this example, PIC Unit Numbers 1,6,9,12 & 18 are utilized. Since we are able to determine the specific, permanently fixed units within the development that are designated as Public Housing units under the ACC, no changes will need to be entered into the PIC Unit File. A “Y” for these low rent public housing units would be placed in the field called “ACC Unit?”

*Figure 1*

Unit No.*	Description (“Fixed Units”)	Bed Rooms	ACC Unit?
1	Low Rent Public Housing	3	Y
2	Market Rate Housing (non-Public Housing)	3	N
3	Market Rate Housing (non-Public Housing)	2	N
4	Market Rate Housing (non-Public Housing)	2	N
5	Market Rate Housing (non-Public Housing)	3	N
6	Low Rent Public Housing	3	Y
7	Market Rate Housing (non-Public Housing)	2	N
8	Market Rate Housing (non-Public Housing)	2	N
9	Low Rent Public Housing	2	Y
10	Market Rate Housing (non-Public Housing)	3	N
11	Market Rate Housing (non-Public Housing)	2	N
12	Low Rent Public Housing	2	Y
13	Market Rate Housing (non-Public Housing)	3	N
14	Market Rate Housing (non-Public Housing)	4	N
15	Market Rate Housing (non-Public Housing)	3	N
16	Market Rate Housing (non-Public Housing)	3	N
17	Market Rate Housing (non-Public Housing)	2	N
18	Low Rent Public Housing	4	Y
19	Market Rate Housing (non-Public Housing)	3	N
20	Market Rate Housing (non-Public Housing)	2	N

*\*These unit numbers are for example only. Unit numbers may be assigned in any way preferred by the HA provided they comply with the specifications in “Job Aids for Building and Unit Collection Templates” Version 6.3 dated April 17, 2001. This data would be entered (or uploaded) once in the same manner as any other B&U data.*

The table above shows that five units (Unit Numbers 1,6,9,12 &18) are designated for “Low rent public housing”. However, whichever five units are designated, they would remain the same as time passes.



## “Floating Unit” Scenario

### *Procedure for Handling “Floating Units” in PIC Building & Unit*

**Example #2:** Property Y is a mixed finance development with a total of 20 units. The owner of the development is required to maintain and operate 25 percent (five) of the units in the development as Public Housing units under the ACC at all times. These five units may initially be assigned to Unit Numbers 1, 6, 9, 12, and 18. However, as the Public Housing and market rate households move in and move out, the low rent Public Housing households may end up occupying Unit Numbers 3, 7, 11, 16, and 20. They would still occupy five of the 20 units but the Unit Numbers devoted to low rent public housing would change (“float”) over time.

Figure 2

Unit No.*	Description (“Floating Units” – 3/31/2002)	Bed Rooms	ACC Unit?
1	Low Rent Public Housing	3	Y
2	Market Rate Housing (non-Public Housing)	3	N
3	Market Rate Housing (non-Public Housing)	4	N
4	Market Rate Housing (non-Public Housing)	2	N
5	Market Rate Housing (non-Public Housing)	3	N
6	Low Rent Public Housing	3	Y
7	Market Rate Housing (non-Public Housing)	3	N
8	Market Rate Housing (non-Public Housing)	2	N
9	Low Rent Public Housing	2	Y
10	Market Rate Housing (non-Public Housing)	3	N
11	Market Rate Housing (non-Public Housing)	2	N
12	Low Rent Public Housing	2	Y
13	Market Rate Housing (non-Public Housing)	3	N
14	Market Rate Housing (non-Public Housing)	4	N
15	Market Rate Housing (non-Public Housing)	3	N
16	Market Rate Housing (non-Public Housing)	3	N
17	Market Rate Housing (non-Public Housing)	2	N
18	Low Rent Public Housing	4	Y
19	Market Rate Housing (non-Public Housing)	3	N
20	Market Rate Housing (non-Public Housing)	2	N

How can HUD and the HA tell which ones are the market rate units and which are the low rent public housing units? The method is the same as for the fixed units described earlier. A “Y” in the “ACC Unit” field indicates a unit that receives Public Housing operating funds from HUD. As a Public Housing tenant moves out of unit 12 and a market rate tenant moves in, the HA changes the “ACC Unit” field to “N”. If another tenant does not move in right away, the “ACC Unit” field for unit 12 is left as “Y” until it is determined where the next Public housing tenant will move in. At that time, if the Public Housing tenant is moving into unit 11, then “ACC Unit”



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for unit 12 would be changed to “N” and the one for unit 11 would be changed to “Y”. Over the next two years, as tenants move in and out, initial Public Housing units 1, 6, 9 and 18 would also become market rate units (“ACC Unit” = “N”) and initial market rate units 3, 7, 16 and 20 would become Public Housing units (“ACC Unit” = “Y”). The table would then look like this.

Figure 3

Unit No.*	Description (“Floating Units” – 3/31/2004)	Bed Rooms	ACC Unit?
1	Market Rate Housing (non-Public Housing)	3	N
2	Market Rate Housing (non-Public Housing)	3	N
3	<b>Low Rent Public Housing</b>	<b>4</b>	<b>Y</b>
4	Market Rate Housing (non-Public Housing)	2	N
5	Market Rate Housing (non-Public Housing)	3	N
6	Market Rate Housing (non-Public Housing)	3	N
7	<b>Low Rent Public Housing</b>	<b>3</b>	<b>Y</b>
8	Market Rate Housing (non-Public Housing)	2	N
9	Market Rate Housing (non-Public Housing)	2	N
10	Market Rate Housing (non-Public Housing)	3	N
11	<b>Low Rent Public Housing</b>	<b>2</b>	<b>Y</b>
12	Market Rate Housing (non-Public Housing)	2	N
13	Market Rate Housing (non-Public Housing)	3	N
14	Market Rate Housing (non-Public Housing)	4	N
15	Market Rate Housing (non-Public Housing)	3	N
16	<b>Low Rent Public Housing</b>	<b>3</b>	<b>Y</b>
17	Market Rate Housing (non-Public Housing)	2	N
18	Market Rate Housing (non-Public Housing)	4	N
19	Market Rate Housing (non-Public Housing)	3	N
20	<b>Low Rent Public Housing</b>	<b>2</b>	<b>Y</b>

It should be noted that this method **does require** that all units be entered in PIC for both “Fixed” and “Floating” units. Prudent management oversight requires that HUD databases show the context in which the floating units exist.

*There is no requirement or desire for PHAs to report the tenant data for the market rate units. However, tenant data (move in, move, re-examinations, etc.) must be reported for the low rent public housing units using the Form 50058 module in PIC. Changes to the “ACC Unit” field should be made generally at the same time as the Form 50058 is processed.*

Non-ACC units will be counted separately and will not be counted in any HUD vacancy calculations. Only the ACC units (“ACC Unit” = “Y”) will be counted at the time the report is run for vacancy calculations.